



Arnold Schwarzenegger– Governor
Dale E. Bonner, Secretary, Business Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer
Job Opportunity

Deputy Commissioner, DRE Fresno *Permanent — Full-time*

The Department of Real Estate has an opening for Deputy Commissioners in its Fresno District Office. This position is permanent, full-time. The Department is located at 2550 Mariposa Mall, Suite 3070, Fresno.

Duties of the position may include:

- Investigate consumer complaints against real estate agents, brokers and unlicensed individuals.
- Gather and analyze evidence to determine if there has been a violation of law; prepare detailed case analyses; recommend appropriate action.
- Conduct broker office surveys.
- Examine records obtained from various city, county, state, and federal agencies.
- Use a PC to complete and track assignments.
- Answer telephone or in-person inquiries involving matters of real estate.
- Testify at hearings on behalf of the Department.
- Attend training and staff meetings.

Necessary qualifications:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare and write detailed investigative correspondence and reports.
- Ability to interview and obtain written statements from complainants, respondents, and witnesses.
- Investigative experience and the ability to review, identify and evaluate issues present in complaints and apply the appropriate DRE laws, rules and regulations.
- Ability to cultivate effective working relationship with individuals in all levels of government and the public sector.
- Ability to multi-task and be able to work under pressure.
- Flexibility, patience and tact.

Desirable qualifications:

- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Knowledge of California Real Estate law is desired but not required.
- Dependable and reliable and excellent attendance.
- Ability to lift up to 20 lbs as necessary.
- Computer literate, preferably with experience in Microsoft Word, Works and Excel.

DC salary:

Range A	\$2969 - 3378
Range B	\$3459 – 3970
Range C	\$3862 – 4655
Range D	\$4243 - 5108

Who may apply: Current State employees at the Deputy Commissioner level, individuals with Deputy Commissioner list eligibility, or State employees transferable to the class. Training and Development Assignments may be considered. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus information on your state application or include a copy of your notice.**

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

John Sweeney, District Office Manager
Fresno District Office
(559) 445-6280

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and interviews may be conducted on a flow basis. Only those most qualified will be contacted for an interview.